

Supplemental Instructions for Native American Research Centers for Health (NARCH) Applications:

This is a new initiative by the Indian Health Service (IHS) and the National Institutes of Health's National Institute of General Medical Sciences (NIGMS). There are associated news releases and information documents at the IHS website news release site at: <http://www.ihs.gov/PublicInfo/PressReleases/Research2000release.asp>

Since the NARCH applications could be quite complex, please follow the instructions in the PHS 398 application book except where noted below.

SECTION I – PHS 398 GENERAL INFORMATION REQUIREMENTS

I. FACE PAGE (Use Form PHS 398 Form Face Page) (Page 1)

Item 1. Title of Project. The title should be related to the overall thrust of the program (e.g., IHS NARCH Program at ----- Tribe and -----University) and not to a particular research or student development project.

Item 2. Response to Specific Request for Application or Program Announcement. Check the box marked "YES". Under "Number" type in RFA GM-00-007, and under "Title" type in the words "Native American Research Centers for Health (NARCH)."

II. DESCRIPTION, PERFORMANCE SITES AND KEY PERSONNEL (Use Form PHS 398 Pg.2)

In preparing the abstract of the proposed program, in addition to the instructions given in Form PHS 398, outline the overall program goals and objectives, anticipated outcomes and how the proposed research projects relate to achieving these objectives and the goals of the IHS NARCH Program.

III. TABLE OF CONTENTS (Page 3)

Reviewers may find the application easier to read if the pages in the NARCH application are arranged in the order shown in the *Sample* Table of Contents below. Pages should be numbered consecutively at the bottom throughout the application. Do not use suffixes such as 5a, 5b.

SAMPLE **TABLE OF CONTENTS**

SECTION 1 PHS 398 GENERAL INFORMATION REQUIREMENTS

I.	FACE PAGE	1
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SECTION 2 (2a., 2b., 2c., etc.)- FORMAT FOR EACH RESEARCH PROJECT OR PILOT PROJECT OR STUDENT DEVELOPMENT OR FACULTY DEVELOPMENT ACTIVITY

I.	NARCH INDIVIDUAL RESEARCH FACE PAGE
II.	DESCRIPTION, PERFORMANCE SITES AND PERSONNEL
III.	BUDGETS
IV.	BIOGRAPHICAL SKETCH
V.	OTHER SUPPORT
VI.	RESOURCES
VII.	PUBLICATIONS/PRESENTATIONS
VIII.	RESEARCH PLAN
<u>SECTION 3 - CHECKLIST</u> (Use Form PHS 398)
SECTION 4 - APPENDIX ...(List Items Included).....		...

IV. and V. ADMINISTRATIVE BUDGET/OVERALL BUDGET SUMMARY

General Budget Instructions

NARCH proposals should submit two types of budgets, 1) overall administrative budget and 2) budgets for each of the projects.

Each budget must consist of two separate parts: (1) Detailed Budget for the First 12-Month Period (Form PHS 398 Page 4) and (2) Budget for the Entire Proposed Project Period (Form PHS 398 Page 5).

Place the administrative budget pages (2 pages) and the overall program summary budget (2 pages) after the page showing the table of contents. The budget pages for individual research projects and pilot research projects (each 2 pages) are placed at the beginning of each individual project.

Label each budget page in the bottom right hand corner (i.e., "Administrative Budget" "Overall Program Summary Budget" or "Project # - Name of Investigator").

Follow the budget guidelines in Form PHS 398 instructions. The budget items should be described in detail, and justify the need for all requested items. Do not assume that the need is obvious.

An overall summary of the estimated costs for the entire project period must be included on this page. The total direct and indirect costs for the entire project period should be entered under item 8 on face page

The total direct and indirect costs for the first 12-month period should be entered under item 7 on the face page.

Entire Project Period: (PHS 398 Form Page 5)

VI. BIOGRAPHICAL SKETCH FOR NARCH DIRECTOR (Use Form PHS 398 Form Page 6)

VII. OTHER SUPPORT (FOR NARCH DIRECTOR ONLY (Use Form PHS 398 Page 6))

VIII. INSTITUTIONAL SETTING AND GENERAL PLAN (Use Form PHS 398 Continuation Pages)

A. Description of the Partnership

(Do not exceed four pages not including tables and graphs.)

The information below must also be provided in the application. This information is necessary for determining the appropriateness of the environment for a NARCH program.

1. Describe the origins and development of the collaboration through the submission of the application.
2. Briefly summarize, in tabular Form, for each of the past four years, the distribution of American Indian/Alaska Native students and faculty (number and percentage) for the whole partner institution and for each NARCH Program participating school and/or department.
3. Provide brief evidence of the academic institution's commitment to the hiring of American Indian/Alaska Native faculty (including those in science departments) and to the training of American Indian/Alaska Native students. Briefly describe and summarize any significant achievements within the last three years of any specialized programs at the institution that have encouraged and have helped to retain American Indian/Alaska Native students and faculty in the NARCH Program participating departments.
4. Provide a brief summary, by year and American Indian/Alaska Native group, of the degrees awarded by each proposed NARCH participating department for the last four years. Use a separate table for undergraduate and graduate students.

B. Proposed NARCH Program Plan and Its Anticipated Value to the Partnership

(Do not exceed four pages not including tables and graphs.)

Provide a concise description of goals and objectives of the overall NARCH program. Clearly state how the proposed NARCH Program will enhance/assist the partnership's efforts to strengthen the institutional research and research training capability and provide expanded opportunities for American Indians/Alaska Natives in biomedical research. Describe specific measurable improvements, anticipated as a consequence of NARCH grant, in faculty accomplishments (e.g. publications, grant applications, grant funds, etc.) and in student development (e.g., graduation rates, numbers to graduate school, etc.). Provide a brief overview of the research interests, stage in research career (beginning, established, retooling etc) and potential for growth (improvement) of the faculty members applying for research support as well as availability of senior faculty willing and able to serve as mentors. Describe the probable research career goals (e.g. ability to successfully participate in open competition for research grants) for the individual investigators beyond successful completion of the proposed research project. Describe the plans and activities to develop the partnership and the capacities of the individual tribal and institutional partners, from the submission of the application through the end of the proposed program. Sufficient information

should be provided so that a proper review can be conducted, e.g., 1) specific objective(s), 2) rationale for and feasibility of the proposed activity, 3) detailed description of the activity, including a timetable if appropriate, and 4) resources available.

SECTION 2 – FORMAT FOR EACH RESEARCH, PILOT, STUDENT DEVELOPMENT, OR FACULTY DEVELOPMENT PROJECT.

(Each Project should have all eight of the parts listed below, where appropriate, collected together by project)

I. The following FACE PAGE replaces Form PHS 398 face page for individual projects)

Investigator(s): The Project Investigators should be listed first followed by collaborating investigators, if any, which should be listed in alphabetical order.

Type of Application: Indicate whether the project is a regular research project or a pilot project

Protection Against Research Risks: Provide the appropriate information for the proposed research project. See Form PHS 398 instructions for information required when human subjects or vertebrate animals are involved. Where hazardous conditions or substances are involved, details for training and protecting workers must be included in Part 4 of the Research Plan: Experimental Design and Methods, Form PHS 398.

SAMPLE FORMAT

NARCH INDIVIDUAL RESEARCH PROJECT				
1. Descriptive Title: (80 characters or less)				
2. Investigator(s)				
Last Name	First	M.I.	Degree	Department
3. Type of Project: Regular Research Project _____, Pilot Research Project _____.				
Faculty Development Project_____, Student Development Project _____				
4. Protection Against Research Risks:				
A. Will Human Subjects be involved? Yes: _____; No: _____				
If yes, what is the status of IRB review? Completed: _____ Documentation Enclosed: _____				
Pending: _____				
A. Will Vertebrate Animals be used? Yes: _____; No: _____				
B. If yes, list the species _____ and estimate the number to be used _____.				
What is the status of IACUC review? Completed: _____ Documentation Enclosed: _____ Pending: _____.				

- C.
D. Are there potential hazards to laboratory workers (carcinogens, pathogens, ionizing radiation, etc.) involved in the proposed research? No: _____ Yes: _____ If yes, identify these below:
E.
F.
G.
H.

II. DESCRIPTION, PERFORMANCE SITES AND PERSONNEL (Use Form PHS 398 Form Page 2)

III. BUDGETS (Use Form PHS 398 Form Pages 4 and 5)

Prior to preparation of budgets for each project, please carefully review the Form PHS 398 instructions and also additional instructions included herein. Allowable costs are outlined in the NARCH Program Announcement. Pay careful attention to instructions for budget justification on pages 11-13 and on page 5 of Form PHS 398. Justification of budget items should be presented on Form PHS 398 Page 5 and any continuation page(s) required. Individual budget items should be fully described and adequately justified. All the individual research project budgets are to be combined in preparing the Overall Summary Budget, Section I, V.

Personnel. Technical assistant(s) should be listed separately. An explanation of the fringe benefits and rates should be given. The rate should be that applicable for all employees based on their classification as full time, or part-time, temporary status.

IV. BIOGRAPHICAL SKETCH FOR EACH PROJECT (Use Form PHS 398 Page 6)

V. OTHER SUPPORT FOR EACH PROJECT INVESTIGATOR (Use Form PHS 398 Page 7)

VI. RESOURCES (Use Form PHS 398, Form Page 8)

VII. PUBLICATIONS (Use Form PHS 398, Form Page 6)

VIII. PROJECT PLAN (Use PHS 398 Continuation Pages)

VIII. Option A: If a Regular Research Project is proposed:

Follow Form PHS 398 instructions, including page limitations. The sequential format should be: Introduction; (1) Specific Aims; (2) Background and Significance; (3) Progress Report/Preliminary Studies; (4) Research Design and Methods; (5) Human Subjects; (6) Vertebrate Animals; (7) Consultants/Collaborators; (8) Consortium/Contractual arrangements; (9) Literature Cited.

VIII. Option B: If a Pilot Project Research Project is proposed:

Follow Form PHS 398 instructions, including page limitations. The sequential format should be:

Introduction; (1) Specific Aims; (2) Background and Significance; (3) Progress Report/Preliminary Studies; (4) Research Design and Methods; (5) Human Subjects; (6) Vertebrate Animals; (7) Consultants/Collaborators; (8) Consortium/Contractual arrangements; (9) Literature Cited.

VIII. Option C: If a Faculty Development Project is proposed:

Provide detailed information on plans to provide opportunities for selected faculty. For each activity include the name, faculty rank, and tenure status, along with: i) specific objective(s), ii) rationale for and feasibility of the proposed activity, iii) detailed description of the activity, including a timetable if appropriate, iv) resources available; for activities involving participation in an active research group include letters of commitment and other expressions of interest by the PI at the potential on-campus or off-campus laboratory, and v) plans for establishing collaborative or other follow-up activities.

VIII. Option D: If a Student Development Project is proposed:

Provide detailed information on plans to provide opportunities for students to become acquainted with and to participate in biomedical research, including interaction with American Indian/Alaska native role models.

Information required includes: i) goals and specific objective, ii) rationale for and feasibility of the approach chosen, iii) detailed description of the activity, iv) plan for attracting desired student pool, v) resources available, including commitments and other expressions of interest by off-campus scientists and/or laboratories, vi) description of faculty/student involvement, and vii) evaluation plans and other follow-up activities. Include timetables.

Examples of supportable student developmental efforts are on-campus research, seminars, workshops, and informal discussions by visiting scientists, attendance at regional and national scientific meetings, and participation in off-campus laboratory research or and didactic research activities at institutions conducting high quality research. Other developmental activities may also be supported.

Describe how students are to be selected to participate in developmental activities, specifying the criteria to be used.

SECTION 3 CHECKLIST (Use Form PHS 398)

SECTION 4 APPENDIX (List in TABLE OF CONTENTS and items included in APPENDIX)